 **Learning Services** Community Partner Guide

*It is not enough to open the gates of opportunity; all of our children have to be able to walk through those gates.” - Lyndon B. Johnson*

*Our Vision: To be the model for urban education in the United States*

*Our Mission: The Des Moines Public Schools exists so that the students graduate with the knowledge, skills, and abilities to be successful at the next stage of their lives*

We will:

* Be guided by what is best for students and families.
* Utilize accurate and timely data to create, drive and evaluate programming at the building and district level to support academic, student achievement and family engagement.
* Work collaboratively with all stakeholders to: provide opportunities for students and families; provide resources and supports to meet the basic and developmental needs of our students and families.

**Establishing a Community Partnership**

Step 1: If you are interested in becoming a partner in any of the 7 focus areas, please contact Allyson Vukovich ([Allyson.vukovich@dmschools.org](mailto:Allyson.vukovich@dmschools.org)), Community Partnership Coordinator to set up a meeting.

Step 2: Complete MOU and submit to Learning Services office- you will be contacted once your MOU has been reviewed and approved.

Step 3: Upon approval you will be given a list of Community School Site Coordinators. CSC will assist you in working with the schools to set up meetings to arrange services within the school. The services provided must be in coordination with each individual school schedule and should not disrupt the school day.

Step 4: Maintain ongoing contact with district office and school personnel to ensure that we stay aligned with our goals. Provide documentation of program outcomes and student information as outlined in MOU.

*Please Note: If you are not interested in becoming DMPS partner you may still utilize DMPS facilities by contacting Community*

*Education.*

**Data Sharing**

To obtain information regarding students served you must do the following:

1. Turn in all necessary documentation as outlined in the MOU.
2. Provide the appropriate releases to the Community Partner Liaison.
3. Maintain accurate excel spreadsheets of students involved with your program and submit to the Liaison monthly.
4. Maintain regular communication with Community Partnership Coordinator.

**Areas of Focus and Support**

*Goal: to partner with the community to provide coordinated and targeted services through 7 areas.*

1. Tutoring
2. Mentoring
3. Academic and Career Planning and Post-Secondary planning
4. Student Activities
5. Family Engagement
6. Social and Emotional Development
7. School Based Therapy

**Focus Area 1: Tutoring**

*District Goal-Student Development 1.1: Increase student achievement scores across all subgroups.*

Partnership Goal: To provide extended learning opportunities to foster academic improvement, mastery of targeted standards, closing achievement gap and reaching personal goals.

Element/Outcomes:

1. Number of students served
2. Improvement in academic scores (grades, standardized assessment scores, etc.)

**Focus Area 2: Mentoring**

*District Goal-Student Development 1.3: Increase student engagement across all subgroups.*

Partnership Goal: Increase student engagement, resiliency, hope, and overall wellbeing

Elements/Outcomes:

1. Increase attendance
2. Decrease in office referrals
3. Decrease in suspension rates
4. Increase Student Gallup Scores

**Focus Area 3: Academic and Career Planning/Postsecondary Access**

*District Goal-Student Development 1.2: increase college and career readiness (and success) across all subgroups.*

Goal: Increase college and career readiness

Elements/Outcomes:

1. Documented post-secondary enrollment
2. Graduation rate (4 and 5 year)
3. Percentage of students participating in ACT/SAT/COMPASS
4. Increased FAFSA completion

**Focus Area 4: Student Activities**

*District Goal-Student Development 1.3: Increase student engagement across all subgroups.*

Goal: Increase opportunities and access to engage students in enrichment activities during out of school time activities.

Outcomes/Elements:

1. Increase participation rates
2. Increase attendance rates
3. Decrease in office referrals
4. Increase engagement, resiliency, hope and overall student well-being (Gallup Scores)

**Focus Area 5: Family Engagement**

*District Goal-Student Development 2.1: Increase parent/family engagement in their child's school and education across all populations.*

Partnership Goal: Increase family engagement and help to bridge services from home to school.

Outcomes/Elements:

1. Increase percentage of attendance at conferences and family activities
2. Increase parent participation in advisory activities
3. Increase number of activities to engage parents
4. Increase opportunities for unique contact points
5. Increase hope, wellbeing, and engagement
6. Increase % of parent portal log-in (infinite campus)

**Focus Area 6: Social and Emotional Development**

*District Goal-Student Development 1.3: Increase student engagement across all subgroups.*

Partnership Goal: Provide student support to help students understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Outcomes/Elements:

1. Increase in school Gallup Scores
2. Decrease in office referrals
3. Increase in attendance
4. Increase student achievement

**Focus Area 7: School Based Therapy Services**

*All school based therapy service providers will be:*

1. *Coordinated through Meredith Dohmen, Student Supports Coordinator, at the District Office*
2. *All providers must complete a School Based Therapy MOU*
3. *All providers will be expected to obtain parent consent for therapy services and a release of information in order to communicate with the school*
4. *Schools recognize therapy services are a family’s choice and do not make direct referrals to any one provider including school based providers.*
5. *All school based therapy providers must be coordinated with Magellan and DMPS*



**Memorandum of Understanding Between**

**Des Moines Public Schools and Organization**

*Our Vision: To be the model for urban education in the United States*

*Our Mission: The Des Moines Public Schools exists so that the students graduate with the knowledge, skills, and abilities to be successful at the next stage of their lives*

This Memorandum of Understanding (MOU) describes and confirms an agreement between Des Moines Public Schools (DMPS) and *Insert Organization Name*. The purpose of this MOU is to formalize and clarify expectations of this partnership.

DMPS strives to partner with community agencies to provide: tutoring, mentoring, academic and career planning, student activities, family engagement, and social and emotional services that are aligned with the goals of the Des Moines Public Schools.

*Organization Description*

*Provided by Organization*

DMPS Responsibilities

Provide access to the school sites and space necessary, in collaboration with all school sponsored events. Assign a Community School Coordinator for each school pattern that is the point-of-contact for the Organization. Together the Coordinator and *Organization* will develop the *school* *specific* schedule and specific goals as needed. DMPS work with *the organization* to identify students that the program aims to serve and may inform parents/guardians about the program in coordination with building site team.

DMPS will provide information on emergency procedures for each school served.

Organization Responsibilities

1. MOUs must be completed yearly and submitted to the Office of Schools-Learning Services Office.
2. Keep in regular communication with district and work with Community Partnership Coordinator and Community School Coordinators to ensure they have the following information as necessary:

* Length of program, and the dates and times offered
* Intended outcome/impact of the program and how it is measured
* Names and credentials of organization staff providing the programming
* Contact information for the program staff and their direct supervisor

A list of students served (first name, last name, date of birth, and/or DMPS student ID number) with the accompanying release will be provided to Community Partner Liaison monthly to ensure accurate data.

Organization will be familiar with the [student school discipline policies](http://www.dmschools.org/board/administrative-policies-and-procedures/series-500/) as well as the [personnel policies](http://www.dmschools.org/board/administrative-policies-and-procedures/series-400/) that guide behavior of professionals in the schools. If any organization staff fail to comply with the policies they shall asked to leave and not allowed to provide services in any school in DMPS.

Disclaimer

Organization staff is not to be considered DMPS staff, and no joint venture has been established through any provision of this MOU, or any verbal discussions between the Parties to this MOU.

The Parties enter into this MOU while wishing to maintain their own separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation among the Parties as outlined in this MOU shall not be construed as a partnership or other type of legal entity or personality. Each Party shall accept full and sole responsibility for any and all expenses incurred by itself relating to this MOU. Nothing in this MOU shall be construed as superseding or interfering in any way with any agreements or contracts entered into among the Parties, either prior to or subsequent to the signing of this MOU. Nothing in this MOU shall be construed as an exclusive working relationship. The Parties specifically acknowledge that this MOU is not an obligation of funds, nor does it constitute a legally binding commitment by any Party or create any rights in any third party.

Immediate Termination by the DMPS

DMPS may terminate this MOU for any of the following reasons effective immediately without advance notice:

1. In the event the Organization is required to be certified or licensed as a condition precedent to providing services, the revocation or loss of such license or certification will result in immediate termination of the MOU effective as of the date on which the license or certification is no longer in effect;

2. DMPS determines that the actions, or failure to act, of the Organization, its agents, employees or subcontractors have caused, or reasonably could cause, a client’s life, health or safety to be jeopardized;

3. The Organization fails to comply with confidentiality laws or provisions;

4. The Organization furnished any statement, representation or certification in connection with this MOU or the RFP which is materially false, deceptive, incorrect or incomplete.

Insurance Requirements

The Organization, and any subcontractor, shall maintain in full force and effect, with insurance companies licensed by the State of Iowa, at the Organization’s expense, insurance covering its work during the entire term of this MOU and any extensions or renewals. The Organization’s insurance shall, among other things, be occurrence based and shall insure against any loss or damage resulting from or related to the Organization’s performance of this MOU regardless of the date the claim is filed or expiration of the policy. The DMPS shall be named as additional insureds or loss payees, or the Organization shall obtain an endorsement to the same effect, as applicable.

Certificates of Coverage

All insurance policies required by this MOU shall remain in full force and effect during the entire term of this MOU and any extensions or renewals thereof and shall not be canceled or amended except with the advance written approval of the DMPS. The Organization shall submit certificates of insurance, which indicate coverage and notice provisions as required by this MOU, to the DMPS upon execution of this MOU. The certificates shall be subject to approval by the DMPS. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least thirty (30) days’ prior written notice to the DMPS. Approval of the insurance certificates by the DMPS shall not relieve the Organization of any obligation under this MOU

Indemnification By the Organization

The Organization agrees to indemnify and hold harmless DMPS and its officers, employees and agents appointed and elected and volunteers from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the DMPS’s legal counsel, and the costs and expenses and reasonable attorneys’ fees of other counsel required to defend the State of Iowa or the Agency, related to or arising from:

1. Any breach of this MOU;

2. Any negligent, intentional or wrongful act or omission of the Organization or any agent Or subcontractor utilized or employed by the Organization;

3. The Organization’s performance or attempted performance of this MOU, including any agent of Organization’s;

4. Any failure by the Organization to comply with the compliance with the Law provision of this MOU;

5. Any failure by the Organization to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Organization to conduct business in the State of Iowa;

6. Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or

7. Any failure by the Organization to adhere to confidentiality provisions of this agreement.

Organization shall defend, indemnify, release, and hold DMPS harmless from and against all Claims, Losses, and Expenses when arising out of or incidental to this Agreement regardless of the negligence or fault of DMPS or any other entity or person.

Solicitation

The Organization warrants that no person or entity has been employed or retained to solicit and secure this MOU upon an agreement or understanding for commission, percentage, brokerage or contingency accepting bona fide employees or selling agents maintained for the purpose of securing business.

Obligations Beyond MOU Term

This MOU shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to this MOU. All obligations of the DMPS and the Organization incurred or existing under this MOU as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of this MOU.

Counterparts

The parties agree that this MOU has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

Additional Provisions

The parties agree that if an Addendum, Rider or Exhibit is attached hereto by the parties, and referred to herein, and then the same shall be deemed incorporated herein by reference.

Further Assurances and Corrective Instruments

The parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this MOU.

Delay or Impossibility of Performance

The Organization shall not be in default under this MOU if performance is delayed or made impossible by an act of God, flood, fire or similar events. In each such case, the delay or impossibility must be beyond the Organization’s control, and without fault of negligence of Organization.

Compliance with Applicable Laws and Regulations

This Agreement is intended to comply with the requirements of state and federal laws, regulations and rules, including but not limited to the Family Educational and Privacy Rights Act, 20 U.S.C. § 1232g and this Agreement is authorized pursuant to 20 U.S.C. § 1232g(b)(1)(F).

Amendments and Alterations to this Agreement

DMPS and Organization may amend this Agreement by mutual consent, in writing, at any time. The Agreement will be reviewed annually for renewal.

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Primary Organization Contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DMPS Community Partnership Coordinator

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date: **\_\_\_\_\_\_\_\_\_**

*Acknowledgement and Certification Form must be up to date in order to be effective.*